

ARTICLE III: MAPS & PERMITS

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Chapter 18.080***Tentative Maps***

18.080.010 Preliminary Maps

For every proposed subdivision the subdivider may, at his or her option, file a preliminary map with the Planning Division, and as many additional copies as may be required, for the purpose of obtaining advice on the conformity of the map with the provisions of this Title and other applicable Codes, and possible improvements in the design of the subdivision.

18.080.020 Requirements For Filing

For information on filing a map see [Article 4: Requirements for Filing and Approval](#) in this Title.

18.080.030 Tentative Tract Maps Required

A tentative tract map, as defined under [Article 6 Definitions](#), shall be required for all subdivisions creating five (5) or more parcels, five (5) or more condominiums as defined in Section 783 of the California Civil Code, a community apartment project containing five (5) or more parcels, or for the conversion of a dwelling to a stock cooperative containing five (5) or more dwelling units, except where a Parcel Map is required pursuant to [18.080.040 Tentative Parcel Maps Required](#) of this Title (California Government Code § 66426).

18.080.040 Tentative Parcel Maps Required

- A. A tentative parcel map, as defined under [Article 6 Definitions](#), shall be required for all subdivisions creating four (4) or fewer parcels or where:
1. the land before division contains less than five acres, each parcel created by the division abuts upon a maintained public street or highway, and no dedications or improvements are required by the Approving ~~and~~ **or Appeal** Authority;
 2. each parcel created by the division has a gross area of twenty (20) acres or more and has an approved access to a maintained public street or highway;
 3. the land consists of a parcel or parcels of land having approved access to a public street or highway, which comprises part of a tract of land zoned for industrial or commercial development, and which has the approval of the Approving ~~and~~ **or Appeal** Authority as to street alignments and widths;
 4. each parcel created by the division has a gross area of not less than forty (40) acres or is not less than a quarter of a quarter section; or
 5. the land being subdivided is solely for the creation of an environmental subdivision pursuant to [18.080.080 Environmental Subdivision Maps](#) (California Government Code § 66426).
- B. A tentative parcel map shall not be required for:
1. subdivisions of a portion of the operating right-of-way of a railroad corporation, as defined by Section 230 of the Public Utilities Code, that are created by short-term leases (terminable by either party on not more than 30 days' notice in writing); or
 2. land conveyed to or from a governmental agency, public entity, public utility, or for land conveyed to a subsidiary of a public utility for conveyance to that public utility for rights-of-way, unless a showing is made in individual cases, upon substantial evidence, that public policy necessitates a parcel map. For purposes of this subdivision, land conveyed to or from a governmental agency shall include a fee interest, a leasehold interest, an easement or a license. (California Government Code §§ 66428 (a))

18.080.050 Tentative Vesting Maps

A tentative vesting map, as defined under [Article 6 Definitions](#), may be used whenever a provision of the Subdivision Map Act, as implemented and supplemented by this Title, requires the filing of a tentative tract map or tentative parcel map, in accordance with the following:

- A. If a subdivider does not seek the rights conferred by a tentative vesting map, the filing of a tentative vesting map shall not be a prerequisite to any approval for any proposed subdivision, permit for construction or work preparatory to construction.

- B. The approval or conditional approval of a tentative vesting map shall confer a vested right to proceed with development in substantial compliance with the Codes, policies and standards described in Government Code Section 66474.2. However, if Section 66474.2 of the Government Code is repealed, the approval or conditional approval of a tentative vesting map shall confer a vested right to proceed with development in substantial compliance with the Codes, policies and standards in effect at the time the tentative vesting map is approved or conditionally approved.
- C. Notwithstanding subdivision (B) any fee required to be paid after the tentative map is approved, such as park development fees, school development fees, drainage mitigation fees or all other applicable fees, shall be paid in the amount required at the time the fee is required to be paid.
- D. Notwithstanding subdivision (B), a permit, approval, extension or entitlement may be made conditional or denied if any of the following are determined:
1. A failure to do so would place residents of the subdivision or the immediate community, or both, in a condition dangerous to their health or safety, or both.
 2. The condition or denial is required in order to comply with State or Federal law.
- E. The rights referred to herein shall expire if a final map is not approved prior to the expiration of the tentative vesting map as provided in [18.180.030 Permit Time Limits](#). If the final map is approved, these rights shall last for the following periods of time:
1. An initial time period of ~~two (2)~~ **three (3)** years. Where several final maps are recorded on various phases of a project covered by a single tentative vesting map, this initial timer period shall begin for each phase when the final map for that phase is recorded.
 2. The initial time period set forth in (E) (1) shall be automatically extended by any time used for processing a complete application for a grading permit or for design or architectural review, if such processing exceed thirty (30) days, from the date a complete application is filed.
 3. A subdivider may apply for a one-year extension at any time before the initial time period set forth in (E) (1) expires. If the extension is denied, the subdivider may appeal that denial to the City Council within ten (10) days.
 4. If the subdivider submits a complete application for a building permit during the periods of time specified in subdivisions (E) (1-3), the rights referred to herein shall continue until the expiration of that permit, or any extension of that permit.
- F. Whenever a subdivider files a tentative vesting map for a subdivision whose intended development is inconsistent with the Zoning Code in existence at that time, that inconsistency shall be noted on the map. The City may deny such a vesting tentative map or approve it conditioned on the subdivider, or his or her designee, obtaining the necessary change in the Zoning Code to eliminate the inconsistency. If the change in the Zoning Code is obtained, the approved or conditionally approved tentative vesting map shall, notwithstanding Section (C), confer the vested right to proceed with the development in substantial compliance with the change in the Zoning Code and the map, as approved. The rights conferred by this Section shall be for the time periods set forth in Section (E).
- G. Notwithstanding any provision of this Section ([18.080.050 Tentative Vesting Maps](#)) a property owner or his or her designee may seek approvals or permits for development which depart from the Codes, policies and standards described in Sections (B) and (F), and local agencies may grant these approvals or issue these permits to the extent that the departures are authorized under applicable law.

18.080.060 Tentative Reversion to Acreage Maps

A tentative reversion to acreage map, as defined under [Article 6 Definitions](#), is used when any previously subdivided real property is reverted to acreage. A tentative map shall be prepared and processed in accordance with the applicable provisions of [Chapter 18.080 Tentative Maps](#).

A. Findings.

Subdivided real property may be reverted to acreage only if the Approving **and Appeal** Authority finds that:

1. Dedications or offers of dedications to be vacated or abandoned by the reversion to acreage are unnecessary for present or prospective public purposes, and
2. Either all owners of an interest in the real property within the subdivision have consented to reversion or none of the improvements required to be made have been made within two (2) years from the date

the final or parcel map was filed for record, or within the time allowed by agreement for completion of the improvements, whichever is later, or no lots shown on the final or parcel map have been sold within five (5) years from the date such map was filed for record.

B. Conditions.

As a condition of approval, the City may require the complete removal of any improvements located in any right-of-way to be eliminated by the reversion to acreage map, and may require dedication of land for public streets, highways or other easements and the installation of improvements, in accordance with the provisions of [Chapter 18.220 Improvements](#).

18.080.070 Tentative Condominium Maps

A tentative condominium map, as defined under [Article 6 Definitions](#), is used for the mapping of a condominium project, a community apartment project or for the conversion of five or more existing dwelling units to a stock cooperative project.

(California Government Code §§ 66427)

18.080.075 Tentative Condominium Conversion Maps

A tentative condominium map, as defined under [Article 6 Definitions](#), is used for the conversion of existing residential real property to condominiums, community apartments or stock cooperative projects or any other form of ownership except conversion projects for which a final or tentative parcel map has been approved or where the conversion involves a limited equity housing cooperative as defined in Section 33007.5 of the Health and Safety Code. All provisions, conditions and further definitions of condominium development as approved included in the California Civil Code shall apply to the divisions of real property as permitted herein.

A. Findings.

The Approving **or Appeal** Authority shall not approve a final map for a subdivision to be created from the conversion of residential real property into a condominium project, a community apartment project or a stock cooperative project unless it finds all of the following:

1. Each of the tenants of the proposed condominium, community apartment project or stock cooperative project has received, pursuant to Section 66452.9 of the Government Code, written notification of intention to convert at least sixty (60) days prior to the filing of a tentative map pursuant to Section 66452 of the Government Code. There shall be a further finding that each such tenant, and each person applying for the rental of a unit in such residential real property, has, or will have, received all applicable notices and rights now or hereafter required by Government Code §§ 66410 - 66499.58. In addition, a finding shall be made that each tenant has received ten (10) days written notification that an application for a public report will be, or has been, submitted to the Department of Real Estate, and that such report will be available on request. The written notices to tenants required by this subdivision shall be deemed satisfied if such notices comply with the legal requirements for service by mail.
2. Each of the tenants of the proposed condominium, community apartment project or stock cooperative project has been, or will be, given written notification within ten (10) days of approval of a final map for the proposed conversion.
3. Each of the tenants of the proposed condominium, community apartment project or stock cooperative project has been, or will be, given one hundred and eighty (180) days written notice of intention to convert prior to termination of tenancy due to the conversion or proposed conversion. The provisions of this subdivision shall not alter or abridge the rights or obligations of the parties in performance of their covenants, including, but not limited to, the provision of services, payment of rent or the obligations imposed by Sections 1941, 1941.1, and 1941.2 of the Civil Code.
4. Each of the tenants of the proposed condominium, community apartment project or stock cooperative project has been, or will be, given notice of an exclusive right to contract for the purchase of his or her respective unit upon the same terms and conditions that such unit will be initially offered to the general public or terms more favorable to the tenant. The right shall run for a period of not less than ninety (90) days from the date of issuance of the subdivision public report pursuant to Section 11018.2 of the Business and Professions Code, unless the tenant gives prior written notice of his or her intention not to exercise the right.
5. **This Section shall not diminish, limit or expand, other than as provided herein, the authority of City to approve or disapprove condominium projects.**

B. Development Review Required.

In addition to the limitations and restrictions contained within this Title, the Subdivision Map Act and the applicable Building and Fire regulations, no residential apartment unit shall be converted for sale, transfer or conveyance as a community apartment project, condominium or stock cooperative project without concurrently obtaining approval of a Condominium Conversion Permit pursuant to 19.790 of Title 19.

C. Exceptions.

A tentative condominium map shall not be required for:

1. Any separate assessment under Section 2188.7 of the Revenue and Taxation Code.
2. Unless a tentative parcel or final map was approved by the legislative body of a local agency, the conversion of a community apartment project, as defined in Section 1351 of the Civil Code, to a condominium, as defined in Section 783 of the Civil Code, but only if all of the following requirements are met:
 - a. At least 75 percent of the units in the project were occupied by record owners of the project on March 31, 1982.
 - b. A final or parcel map of the project was properly recorded, if the property was subdivided, as defined in Section 66424, after January 1, 1964, with all of the conditions of that map remaining in effect after the conversion.
 - c. The local agency certifies that the above requirements were satisfied if the local agency, by ordinance, provides for that certification.
 - d. Subject to compliance with subdivision (e) of Section 1351 of the Civil Code, all conveyances and other documents necessary to effectuate the conversion shall be executed by the required number of owners in the project as specified in the bylaws or other organizational documents. If the bylaws or other organizational documents do not expressly specify the number of owners necessary to execute the conveyances and other documents, a majority of owners in the project shall be required to execute the conveyances or other documents. Conveyances and other documents executed under the foregoing provisions shall be binding upon and affect the interests of all parties in the project.
3. Unless a tentative parcel or final map was approved by the legislative body of a local agency, the conversion of a stock cooperative, as defined in Section 1351 of the Civil Code, to a condominium, as defined in Section 783 of the Civil Code, but only if all of the following requirements are met:
 - a. At least 51 percent of the units in the cooperative were occupied by stockholders of the cooperative on January 1, 1981, or individually owned by stockholders of the cooperative on January 1, 1981. As used in this paragraph, a cooperative unit is "individually owned" if and only if the stockholder of that unit owns or partially owns an interest in no more than one unit in the cooperative.
 - b. No more than 25 percent of the shares of the cooperative were owned by any one person, as defined in Section 17, including an incorporator or director of the cooperative, on January 1, 1981.
 - c. A person renting a unit in a cooperative shall be entitled at the time of conversion to all tenant rights in state or local law, including, but not limited to, rights respecting first refusal, notice, and displacement and relocation benefits.
 - d. The local agency certifies that the above requirements were satisfied if the local agency, by ordinance, provides for that certification.
 - e. Subject to compliance with subdivision (e) of Section 1351 of the Civil Code, all conveyances and other documents necessary to effectuate the conversion shall be executed by the required number of owners in the cooperative as specified in the bylaws or other organizational documents. If the bylaws or other organizational documents do not expressly specify the number of owners necessary to execute the conveyances and other documents, a majority of owners in the cooperative shall be required to execute the conveyances or other documents. Conveyances and other documents executed under the foregoing provisions shall be binding upon and affect the interests of all parties in the cooperative.

(California Government Code §§ 66412 f, g and h)

18.080.080 Tentative Environmental Subdivision Maps

A tentative environmental subdivision, as defined under [Article 6 Definitions](#), may be used for the subdivision of land for biotic and wildlife purposes.

A. Findings.

Prior to approving or conditionally approving an environmental subdivision, the local agency shall find each of the following:

1. That factual biotic or wildlife data, or both, are available to the local agency to support the approval of the subdivision, prior to approving or conditionally approving the environmental subdivision.
2. That provisions have been made for the perpetual maintenance of the property as a biotic or wildlife habitat, or both, in accordance with the conditions specified by any local, state, or federal agency requiring mitigation.
3. That an easement will be recorded in the county in which the land is located to ensure compliance with the conditions specified by any local, state, or federal agency requiring the mitigation. The easement shall contain a covenant with a county, city, or nonprofit organization running with the land in perpetuity, that the landowner shall not construct or permit the construction of improvements except those for which the right is expressly reserved in the instrument. Where the biotic or wildlife habitat, or both, are compatible, the local agency shall consider requiring the easement to contain a requirement for the joint management and maintenance of the resulting parcels. This reservation shall not be inconsistent with the purposes of this section and shall not be incompatible with maintaining and preserving the biotic or wildlife character, or both, of the land.
4. The real property is at least twenty (20) acres in size, or if it is less than twenty (20) acres in size, the following conditions are met:
 - a. The land is contiguous to other land that would also qualify as an environmental subdivision.
 - b. The other land is subject to a recorded perpetual easement that restricts its use to a biotic or wildlife habitat, or both.
 - c. The total combined acreage of the lands would be twenty (20) acres or more.
 - d. Where the biotic or wildlife habitat, or both, are compatible, the land and the other land will be jointly managed and maintained.

18.080.090 Tentative Maps Not Required

This Article shall not be applicable to:

- A. The financing or leasing of apartments, offices, stores, or similar space within apartment buildings, industrial buildings, commercial buildings, mobilehome parks or trailer parks.
- B. Mineral, oil, or gas leases.
- C. Land dedicated for cemetery purposes under the Health and Safety Code.
- D. The leasing or licensing of a portion of a parcel, or the granting of an easement, use permit, or similar right on a portion of a parcel, to a telephone corporation as defined in Section 234 of the Public Utilities Code, exclusively for the placement and operation of cellular radio transmission facilities, including, but not limited to, antennae support structures, microwave dishes, structures to house cellular communications transmission equipment, power sources and other equipment incidental to the transmission of cellular communications, if the project is subject to discretionary action by the advisory agency or legislative body.
- E. Leases of agricultural land for agricultural purposes. As used in this subdivision, "agricultural purposes" means the cultivation of food or fiber or the grazing or pasturing of livestock.
- F. The financing or leasing of any parcel of land, or any portion thereof, in conjunction with the construction of commercial or industrial buildings on a single parcel, unless the project is not subject to review under other local agency ordinances regulating design and improvement.
- G. The financing or leasing of existing separate commercial or industrial buildings on a single parcel.

- H. The construction, financing or leasing of dwelling units pursuant to Section 65852.1 or second units pursuant to Section 65852.2, but this Section shall be applicable to the sale or transfer, but not leasing, of those units.
- I. Subdivisions of four parcels or less for construction of removable commercial buildings having a floor area of less than 100 square feet.

(California Government Code §§ 66412, 66412.1, 66412.2 and 66412.5).

18.080.095 Phasing a Map

If a map is proposed to be constructed in phases, the proposed phasing schedule is subject to approval by the Zoning Administrator.

18.080.100 Approving and Appeal Authority for Tentative Maps

The Approving and Appeal Authority for tentative maps shall be as defined in [18.050.010 Approving and Appeal Authority](#) and as further designated in [18.140.040 Approving and Appeal Authority Table](#).

18.080.110 Appeals

If the subdivider, a City officer acting in an official capacity, or any other interested person adversely affected by the action taken by the Approving Authority with respect to the approval or disapproval of a lot line adjustment, consolidation or merger or the conditions of approval imposed, is aggrieved by the action they can appeal the action in accordance with [Chapter 18.170 Appeals](#).

18.080.120 Tentative Map Revisions

Any revision of a tentative map or portion thereof shall comply with all requirements of this Title, other applicable Codes, specific plans, and planned street lines in effect at the time such revised map is considered by the Approving or Appeal Authority.

18.080.130 Changes in Essential Information

When any change is made in the information, statements and drawings filed pursuant to [Chapter 18.150 General Application Processing Procedures](#), such change shall be submitted to the Approving Authority in writing and shall be approved prior to the filing of the final map.

18.080.140 Withdrawal of Tentative Map

See [18.150.150 Withdrawal of Application](#).

18.080.150 Unincorporated Territory

- A. A tentative map may be filed for property located outside the boundaries of the City and within the City's adopted Sphere of Influence. The map may, in the discretion of the approving Authority, may be acted upon in the manner prescribed by this Chapter, except that if it is approved, such approval shall be conditioned upon annexation of the property to the City within such period of time as shall be specified by the Approving or Appeal Authority.
- B. No final map shall be approved until annexation of the property to the City has been completed. If annexation is not completed within the time specified or any extension thereof granted by the Approving or Appeal Authority, the approval of such map shall be null and void.

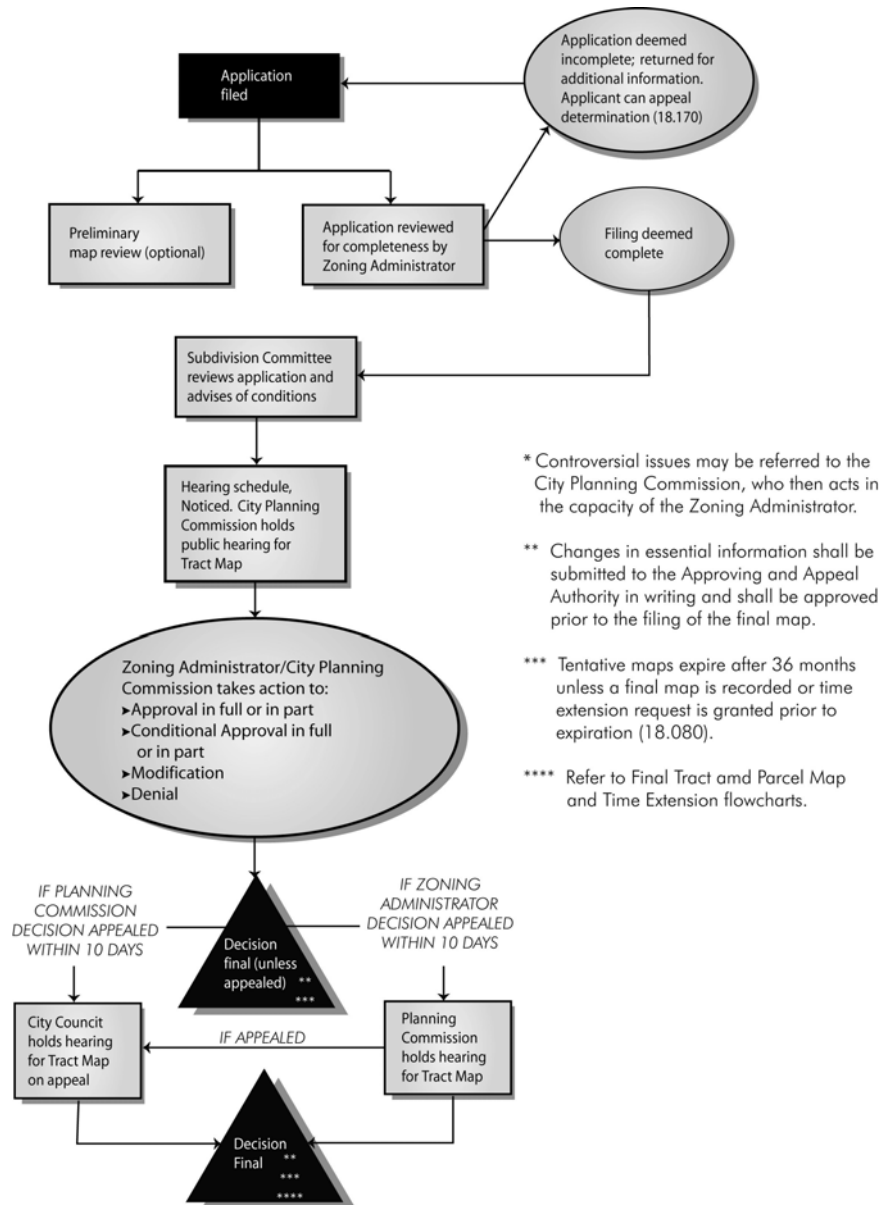
18.080.160 Expiration of a Tentative Map

A tentative map for which a Final Map or Parcel Map has not been recorded as a final map shall expire within thirty-six (36) months of the date of approval or conditional approval of a tentative map, except for any time extension granted by the Approving Authority and shall terminate all proceedings (California Government Code Section 66452.6 (a)). Before a map may thereafter be recorded, a new tentative map shall be processed in accordance with the provisions of this Chapter.

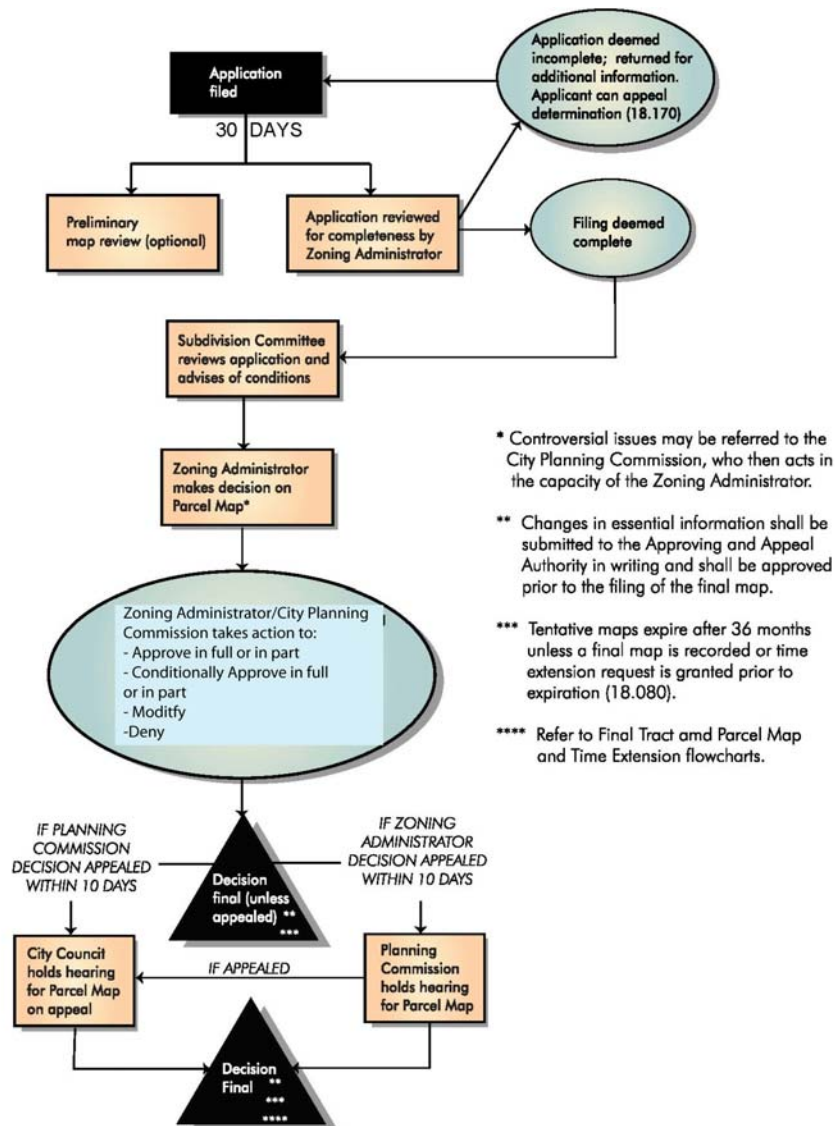
18.080.170 Time Extensions

Extensions of time may be granted in accordance with [18.180.030 Permit Time Limits](#) of this Title.

18.080.180 Tentative Tract Map Processing Flow Chart



18.080.190 Tentative Parcel Map Processing Flow Chart



Chapter 18.090***Final Tract and Parcel Maps***

18.090.010 Final Tract and Parcel Maps

The subdivider may cause a final tract or parcel map to be prepared substantially in accordance with the tentative map as approved and in accordance with the provisions of this Chapter.

18.090.020 Final Map Timing

Within thirty-six (36) months of the date of approval or conditional approval of a tentative map, except for any time extension granted by the Approving Authority, the subdivider may cause the property or any part thereof to be surveyed and a final map to be prepared in accordance with the tentative map as approved and in accordance with the provisions of this Chapter and the Subdivision Map Act. A final map shall be filed with the County Recorder only after a determination by the Public Works Department that the conditions of the tentative map have been met. Such determination by the Public Works Department may be appealed to the City Council in accordance with the provisions of [Chapter 18.170 Appeals](#).

18.090.030 Certificates

For the appropriate certificates that are to appear on the final map see the City of Riverside's Final Map Preparation Guide.

18.090.040 Survey and Monuments

For information on survey and monuments see the City of Riverside's Final Map Preparation Guide.

18.090.050 Preliminary Soils Report**A. Filing Report.**

Prior to the approval of any Final Map or Parcel Map, a preliminary soils report or waiver thereof shall be filed with and approved by the City Engineer.

B. Contents of Report.

The preliminary soils report shall be prepared by a civil engineer registered by the State, and shall indicate the presence, if any, of critically-expansive soils or of any other soil problems which, if not corrected, would lead to structural defects. If expansive or defective soils are indicated, the report shall recommend corrective measures to prevent structural damage to any building or structure proposed to be constructed on any expansive or defective soil.

C. Investigations.

The preliminary soils report shall be based on investigations consisting of test borings or excavations. The number of investigations shall be adequate to determine fully the extent and degree of soil problems which exist on the site. If expansive or defective soils are present, investigations shall be required at the probable building location on each lot or parcel designated on the map.

D. Approval.

The City Engineer shall approve the report if no critically-expansive soil or other soil problems are indicated, or if the recommended corrective measures will prevent structural damage to a building or structure to be constructed on any expansive or defective soil. The City Engineer may review the preliminary soils report and may require additional information or reject the report if it is found to be incomplete, inaccurate or unsatisfactory.

E. Building Permit.

No building permit shall be issued for the construction of any building or structure on a lot or parcel of land which has been found to contain defective soils unless the approved corrective measure is incorporated in the construction plans.

18.090.060 Procedure**A. Filing.**

1. *Final Tract, Parcel, Vesting, Condominium and Environmental Subdivision Maps.* Where a final tract, parcel, vesting, condominium or environmental subdivision maps is required, the subdivider shall, prior to submitting the map for final review, complete all offers of dedication, secure the required approvals with respect to public and private easements and complete plans and specifications for public improvements including drainage facilities and sewer facilities and all applicable provisions of [Chapter 18.220 Improvements](#). All certificates shall be executed except those to be executed by the City Engineer, City Surveyor, City Clerk and County Recorder. The County Tax Collector/Clerk Certificates may be completed or left blank at the discretion of the subdivider, although failure to have the certificates completed will further delay recordation of the map.

The subdivider shall submit to the Public Works Department for approval, the original mylar and as many prints as may be required, along with any required statements and documents.

The Public Works Department, after insuring that all conditions and approvals have been met or secured, shall process the map for adoption by the City Council and recordation with the County Recorder.

For final parcel maps where adoption by the City Council is not required the City Surveyor shall have the map transmitted to the County Recorder for recordation.

2. *Final Reversion to Acreage Map.* The owner or his representative shall cause all of the required certificates to be executed, except the certificates of the City Clerk, the City Engineer and the County Recorder, and shall file with the Public Works Department the original tracing and as many prints of the final reversion to acreage map as may be required. Following approval of the final reversion to acreage map and execution of the City Clerk's certificate, the City Clerk shall cause the final reversion to acreage map to be filed with the County Recorder. Filing with the County Recorder of the map shall constitute legal reversion to acreage of the land affected, and shall constitute abandonment of any street, alley, pedestrian way, easement or other right-of-way not shown on the map. Following execution of the County Recorder's certificate, the owner or the representative shall file a durable duplicate transparency of the recorded map with the Public Works Department.

B. City Engineer and City Surveyor Action.

The City Engineer and City Surveyor shall, within twenty (20) working days (California Government Code Section 66442) of receipt of the final map and accompanying documents, fees and materials, cause the same to be examined, and if found to be in substantial conformity with the approved tentative map and all amendments, conditions, modifications and provisions made or required by the Approving **and Appeal** Authority, and if found to be complete, technically correct, in conformity with the improvement plans and specifications, and in compliance with the requirements of this Title, other applicable Codes, Specific Plans, General Plan and planned street lines, shall execute their respective certificate on the map and shall file the final map and accompanying materials with the City Clerk. Should the final map or other accompanying documents, fees or materials be found not to be complete or correct in any respect, the subdivider shall be advised of the changes or additions that must be made. The City Engineer and City Surveyor shall then, within ten (10) working days of receipt of the corrected final map or accompanying materials, documents or fees, cause the same to be reexamined, and if found to be correct and in compliance with this Title and all other applicable Codes, Specific Plans, General Plan and planned street lines shall execute the City Engineer's certificate on the map, and shall file the final map and accompanying materials with the City Clerk. The date of filing, as set forth in California Government Code Section 66458, shall be the date the final map is filed with the City Clerk.

C. Final Approval Action.

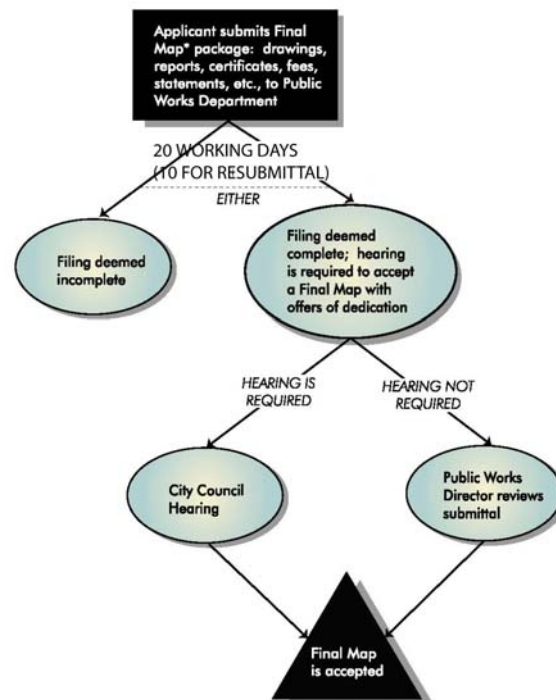
1. *City Council.* At its next regular meeting, or within a period of not more than ten (10) days (California Government Code Section 66458) after filing the final map and accompanying materials with the City Clerk, the City Council shall consider the final map, and if it is found to comply with all requirements shall approve the final map and instruct the City Clerk to execute the approval certificate. At the time of approval of the final map, the City Council also shall accept, accept subject to improvement or reject any and all offers of dedication. The time limit for approval of the final map may be extended by mutual consent of the subdivider and the City Council. If the City Council does not approve or disapprove the final map within the prescribed time, or any authorized extension and the final map conforms to all said requirements and rulings, it shall be deemed approved, and the City Clerk shall certify its approval.

2. *City Engineer.* City Council approval is not required for final parcel maps without offers of dedication which are approved by the City Engineer. The time limit for approval for these maps may be extended by mutual consent of the subdivider and the City Engineer. If the City Engineer does not approve or disapprove the final parcel map without offers of dedication within the prescribed time, or any authorized extension and the final parcel map conforms to all said requirements and rulings, it shall be deemed approved.

D. Final Parcel Map Filing.

1. *City Clerk.* Following approval of the final map and execution of the City Clerk's certificate, the City Clerk shall transmit the final map to the Clerk of the County Board of Supervisors for ultimate transmittal to the County Recorder. The subdivider shall file with the Public Works Department a durable duplicate transparency of the recorded final map.
2. *Public Works Department.* Following approval of a final parcel map without offers of dedication the Public Works Department shall cause the map to be transmitted to the County Recorder for recordation. The subdivider shall file with the Public Works Department a durable duplicate transparency of the recorded final map.

18.090.070 Final Tract and Parcel Maps Processing Flow Chart



* Eligible Map: Tentative Tract or Parcel Map that was approved within last 36 months or had time extension granted.

Chapter 18.100***Lot Line Adjustments, Consolidations and Mergers/Unmergers*****18.100.010 Applicability**

The provisions of this Chapter shall also be applicable to the adjustment of lot lines between existing parcels, the consolidation of any number of existing contiguous parcels into one parcel provided that no new street is created and no existing street or public service easement is extinguished and the merger and unmerger of parcels.

18.100.020 Approving and Appeal Authority

The Approving and Appeal Authority for lot line adjustments, consolidations and mergers/unmergers shall be as defined in [18.050.010 Approving and Appeal Authority](#) and as further designated in [18.140.040 Approving and Appeal Authority Table](#).

18.100.030 Lot Line Adjustment, Lot Consolidations and Lot Merger/Unmerger

- A. A lot line adjustment is the adjustment of lot lines between four or fewer existing adjoining parcels, where the land taken from one parcel is added to an adjoining parcel, and where a greater number of parcels than originally existed is not created, if the lot line adjustment is approved by the local agency, or advisory agency. A local agency or advisory agency shall limit its review and approval to a determination of whether or not the parcels resulting from the lot line adjustment will conform to the local general plan and zoning and building ordinances. An advisory agency or local agency shall not impose conditions or exactions on its approval of a lot line adjustment except to conform to the local general plan and zoning and building ordinances, to require the prepayment of real property taxes prior to the approval of the lot line adjustment, or to facilitate the relocation of existing utilities, infrastructure or easements. No tentative map, parcel map or final map shall be required as a condition to the approval of a lot line adjustment. The lot line adjustment shall be reflected in a deed, which shall be recorded. No record of survey shall be required for a lot line adjustment unless required by Section 8762 of the Business and Professions Code (California Government Code § 66412 (d)).
- B. Lot consolidation are the consolidation of any number of existing contiguous parcels into one parcel provided that no new street is created and no existing street or public service easement is extinguished. No tentative map, parcel map or final map shall be required as a condition to the approval of a lot consolidation. The lot consolidation shall be reflected in a deed, which shall be recorded. No record of survey shall be required for a lot line adjustment unless required by Section 8762 of the Business and Professions Code (California Government Code § 66412 (d)).
- C. A lot merger is the merger of two or more contiguous parcels under one ownership into one or more parcels so as to comply with parcel size and zoning standards. All procedures and processes associated with the merging of lots shall be done in compliance with the applicable sections of the Subdivision Map Act of the State of California.
- D. A lot unmerger is the ability to unmerger ~~parcel~~ **lots** previously merged. All procedures and processes associated with the unmerging of lots shall be done in compliance with the applicable sections of the Subdivision Map Act of the State of California.

18.100.040 Finalization of Lot Line Adjustment, Consolidation or Merger/Unmerger

- A. Issuance of Certificate of Compliance.

The approval of the lot line adjustment, consolidation or merger/unmerger by the Approving or Appeal Authority shall be evidenced by the issuance of a Certificate of Compliance for Lot Line Adjustment or a Certificate of Compliance of Lot Consolidation or a Certificate of Compliance to Lot Merger/Unmerger, as may be applicable, and recordation of Grant Deeds reflecting the newly configured parcels. The property description or descriptions on the Certificate shall describe the reconfigured parcel or parcels which will be recognized by the City as legal lots.

- B. Recordation of Deeds and Other Documents.

Concurrently with the recordation of the Certificate of Compliance for Lot Line Adjustment, Lot Consolidation or Lot Merger/Unmerger, all deeds exchanging property between the affected parcels or consolidating the affected parcels accompanied by reconveyances or partial reconveyances or other

releases of deeds of trust or similar encumbrances on the subject property or amended deeds of trust or similar encumbrances describing the reconfigured parcels shall be submitted to the City's Surveyor for review and approval. The applicant shall be notified of any corrections requested by the City, and any corrected or new documents shall be promptly submitted to the City Surveyor.

- C. Recordation of Certificate of Compliance for Lot Line Adjustment, Certificate of Compliance of Lot Consolidation or Certificate of Compliance to Lot Merger/Unmerger.

All deeds and other documents approved by the Surveyor shall be signed by the appropriate parties and notarized in accordance with applicable law. The recordation as hereinabove provided of the Certificate of Compliance for Lot Line Adjustment, a Certificate of Compliance of Lot Consolidation or a Certificate of Compliance for a Lot Merger/Unmerger, as may be applicable, shall immediately follow the recordation of the required deeds exchanging property between the affected parcels or consolidating the affected parcels and any necessary reconveyances or partial reconveyances or other documents to ensure that any deed of trust or similar encumbrance now describes the reconfigured parcel or parcels.

- D. Payment of Recording Fees.

The fees for the recording of all documents as established by the Office of the County Recorder of Riverside County shall be remitted by applicant to County Recorder at the time of recordation of such documents including the Certificate of Compliance for Lot Line Adjustment, Certificate of Compliance of Lot Consolidation or Certificate of Lot Merger/Unmerger.

- E. Failure to Submit Required Deeds and Documents Within One Year or Within the Time Permitted by an Approved Time Extension.

In the event the Certificate of Compliance or any deed, reconveyance or other document required for the finalization of the approved lot line adjustment, lot consolidation or lot merger/unmerger is not submitted to the County Recorder for recordation within one (1) year following the effective date of the approval of such by the Approving **or Appeal** Authority, or within the time permitted by an approved Time Extension ([18.180.050 Map Approval and Permit Extension](#)), the Certificate of Compliance for Lot Line Adjustment, Certificate of Compliance of Lot Consolidation or Certificate of Compliance for a Lot Merger/Unmerger, as may be applicable, shall be void and of no further force and effect and shall not be recorded. If the applicant still wishes to proceed with the lot line adjustment, consolidation or merger/unmerger, a new application must be submitted in accordance with the provisions of [Chapter 18.100 Lot Line Adjustments, Consolidations and Merger/Unmergers](#).

18.100.050 Appeals

If the applicant, a City officer acting in an official capacity, or any other interested person adversely affected by the action taken by the Approving **or Appeal** Authority with respect to the approval or disapproval of a lot line adjustment, consolidation or merger/unmerger or the conditions of approval imposed, is aggrieved by the action they can appeal the action in accordance with [Chapter 18.170 Appeals](#).

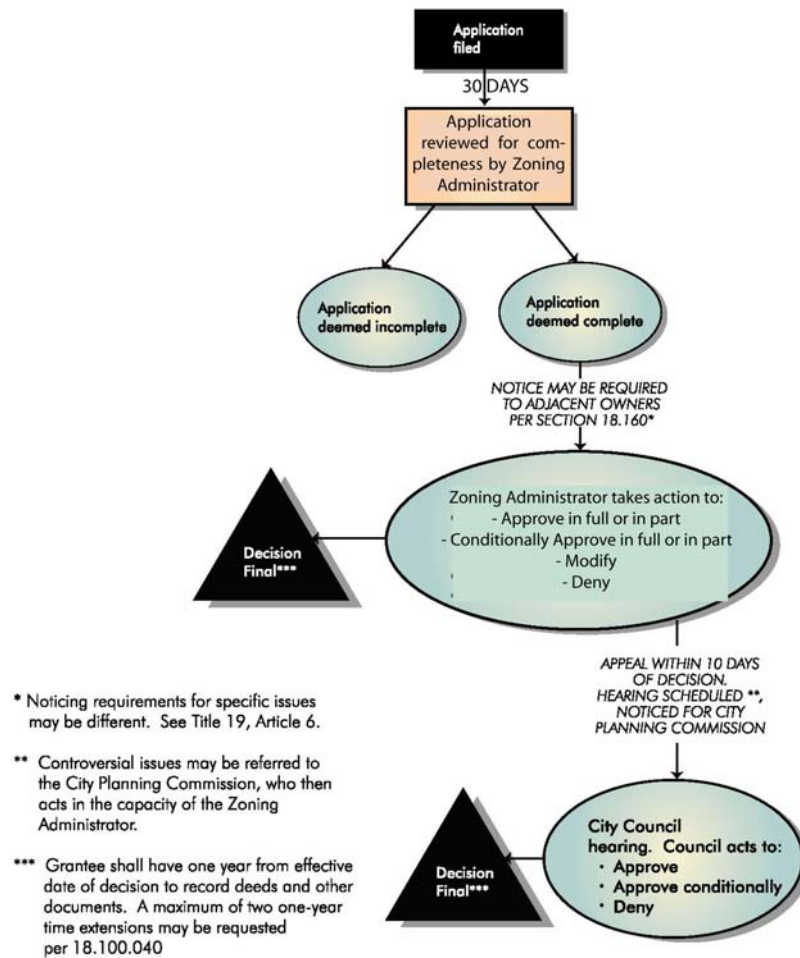
18.100.060 Expiration of Lot Line Adjustment, Consolidation and Merger/Unmerger

A lot line adjustment, consolidation or merger/unmerger which has not been recorded shall expire within one (1) year of the date of approval or conditional approval of a lot line adjustment, consolidation or merger/unmerger, except for any time extension granted by the Approving **or Appeal** Authority ([18.180.050 Map Approval and Permit Extension](#)), and shall terminate all proceedings. Before a lot line adjustment, consolidation or merger/unmerger may thereafter be recorded, a new lot line adjustment, consolidation or merger/unmerger shall be processed in accordance with the provisions of this Chapter.

18.100.070 Time Extensions

Extensions of time may be granted in accordance with [18.180.050 Map Approval and Permit Extension](#) of this Title.

18.100.080 Lot Line Adjustments, Consolidations and mergers/Unmergers Processing Flow Chart



Chapter 18.110***Parcel Map Waivers***

18.110.010 Applicability

Except where required by the Subdivision Map Act, a Final Parcel Map may be waived subject to the approval of the Zoning Administrator, City Surveyor and City Engineer.

The subdivider, upon obtaining approval of a Tentative Parcel Map may request the waiving of a Final Parcel Map. The request shall be in writing in a form acceptable to the City of Riverside. The request shall be forwarded to the Zoning Administrator, City Surveyor and City Engineer for review.

18.110.020 Approving and Appeal Authority

The Approving and Appeal Authority for parcel map waivers shall be as defined in [18.050.010 Approving and Appeal Authority](#) and as further designated in [18.140.040 Approving and Appeal Authority Table](#).

18.110.030 Finalization of Parcel Map Waiver

- A. A parcel map waiver shall not become operative unless and until a Certificate of Compliance for Parcel Map Waiver signed by the Zoning Administrator is recorded in the Office of the County Recorder prior to the expiration of the approval.
- B. The City Surveyor shall, upon receipt of the required documents, review them for completeness and compliance with the approved tentative. If the City Surveyor determines that any documents need to be revised, the City Surveyor shall notify the person submitting such document. Any necessary changes, modifications or corrections shall be promptly made and re-submitted to the City Surveyor.
- C. Upon receipt of all necessary documents as reviewed and approved by the City's Surveyor the City Surveyor shall prepare the appropriate Certificate of Compliance and submit it to the applicant's title officer for completion of the required statements and certificates.
 1. The title officer will return the certificate of compliance to the City surveyor who shall verify completeness of the certificates and transmit the document to the Zoning Administrator who shall sign the Certificate of Compliance for Parcel Map Waiver.
 2. The Certificate of Compliance for Parcel Map Waiver shall be returned to the City Surveyor who shall transmit the documents to the applicant's title officer for recordation in the Office of the County Recorder for Riverside County, California together with any other required documents.

18.110.040 Appeals

If the subdivider, a City officer acting in an official capacity, or any other interested person adversely affected by the action taken by the Approving Authority with respect to the approval or disapproval of a parcel map waiver or the conditions of approval imposed, is aggrieved by the action they can appeal the action in accordance with [Chapter 18.170 Appeals](#).

18.110.050 Expiration of Parcel Map Waiver

A parcel map waiver which has not been recorded shall expire within one (1) year of the date of approval or conditional approval of a parcel map waiver, except for any time extension granted by the Approving Authority, and shall terminate all proceedings. Before a parcel map waiver may thereafter be recorded, a new parcel map waiver shall be processed in accordance with the provisions of this Chapter.

18.110.060 Time Extension

Extensions of time may be granted in accordance with [18.180.030 Permit Time Limits](#) of this Title.

Chapter 18.120***Certificates of Compliance***

18.120.010 Applicability

Any interested person may request, and the City shall determine, whether a real property complies with the provisions of the Subdivision Map Act and this Title. If the City determines that the real property complies, the City shall cause a certificate of compliance to be filed for record with the Recorder of the County of Riverside. The certificate of compliance shall identify the real property and shall state that the division of the real property complies with applicable provisions of the Subdivision Map Act and this Title. Certificates issued by the City through the Approving **or Appeal** Authority shall include the following:

A. Certificate of Compliance.

A Certificate of Compliance is issued when the real property is in compliance with the Subdivision Map Act and this Title.

B. Conditional Certificate of Compliance.

A Conditional Certificate of Compliance is issued when it is determined that the subject property was divided in violation of the Subdivision Map Act or this Title, and conditions are imposed.

C. Certificate of Compliance for Lot Line Adjustment, Consolidation or Merger/Unmerger.

A Certificate of Compliance for Lot Line Adjustment, Consolidation or Merger/Unmerger is issued when a lot line adjustment is approved pursuant to the provisions of [Chapter 18.100 Lot Line Adjustments, Consolidations and Merger/unmergers](#).

D. Certificate of Compliance for Parcel Map Waiver.

A Certificate of Compliance for Parcel Map Waiver is issued when the filing of a parcel map is waived pursuant to the provisions of [Chapter 18.110 Parcel Map Waivers](#).

18.120.020 Determination of Compliance the City Surveyor

At the request of an interested party, the City Surveyor will determine whether or not that the real property is in compliance with the provisions of the Subdivision Map Act and this Title which were applicable at the time the property was divided. The applicant shall be notified in writing of such determination.

18.120.030 Certificate of Compliance**A. Application for Certificate of Compliance.**

If the City Surveyor determines that the real property is in compliance with the provisions of the Subdivision Map Act and this Title which were applicable at the time the property was divided, the applicant may file an application for a Certificate of Compliance, together with the required processing fee as prescribed by the City's Fee Resolution. If the application for a Certificate of Compliance is filed within one (1) year or less following the Determination of Compliance by the City Surveyor, the application need only be accompanied by any current vesting deed(s) not submitted with the Application for Determination. If the application for a Certificate of Compliance is filed over one (1) year following the Determination of Compliance, the application for a Certificate of Compliance shall be accompanied by the current vesting deed(s) and such other information as may be required to ascertain the status of each parcel included in the application, as well as a map drawn to an engineer's scale of the subject property with dimensions showing the location and use of all structures on the property and all streets adjacent to and providing access to the property. The application shall not be considered as complete until all the application documents, including the vesting deed(s) and map have been received together with the processing fee.

B. Preparation of Certificate of Compliance.

The application and any accompanying materials shall be forwarded by the Planning Division to the City Surveyor for preparation of the Certificate of Compliance within five (5) working days of receipt of a completed application. The City Surveyor shall within five (5) working days of referral prepare the Certificate of Compliance, unless the City Surveyor finds and determines that changed circumstances prevent the issuance of the Certificate of Compliance, in which event, the City Surveyor shall issue a notice of determination in accordance with the provisions of Section [18.120.020 Determination of](#)

Compliance the City Surveyor. The Certificate of Compliance shall contain the information as set forth in Section 18.120.050 Required Information on Certificates.

C. Issuance.

Upon receipt of the Certificate of Compliance from the City Surveyor, the Approving **or Appeal** Authority shall issue the Certificate of Compliance. The Approving **or Appeal** Authority shall then cause the applicant to be notified of the estimated recording fees for recording the Certificate of Compliance.

D. Payment of Recording Fee; Recordation.

Upon issuance of the Certificate of Compliance and payment to the City of the estimated recording fees by the applicant, the Approving **or Appeal** Authority shall then cause the Certificate of Compliance to be recorded in the Office of the County Recorder of Riverside County. Such remittance of the estimated recording fees shall be by check made payable to the County Recorder, County of Riverside, in the amount required to have the document recorded.

18.120.040 Conditional Certificate of Compliance

A. Application for Conditional Certificate of Compliance.

If the City Surveyor determines that the real property was divided in violation of the provisions of the Subdivision Map Act or this Title which were applicable at the time the property was divided, the applicant shall within thirty (30) days of such determination file an application for a Conditional Certificate of Compliance, together with the required processing fee as prescribed by the City's Fee Resolution. Failure to file an application in thirty (30) days will result in enforcement as prescribed under Chapter 18.070 Enforcement. The application for a Certificate of Conditional Compliance need only be accompanied by any current vesting deed(s) not submitted with the Application for Determination; provided, however, if the application for a Conditional Certificate of Compliance is filed over one (1) year from the date of the notice of the determination by the City Surveyor of noncompliance, the application for a Conditional Certificate of Compliance shall be accompanied by the current vesting deed(s) and such other information as may be required to ascertain the status of each parcel included in the application, as well as a map drawn to an engineer's scale of the subject property with dimensions showing the location and use of all structures on the property and all streets adjacent to and providing access to the property. The application shall not be considered as complete until all the application documents including the vesting deed(s) and map have been received together with the processing fee.

B. Zoning Administrator's Decision.

If the City Surveyor has determined that the real property was divided in violation of the Subdivision Map Act or this Title, the Zoning Administrator may either administratively issue a Conditional Certificate of Compliance, thereby approving the Conditional Certificate of Compliance or refer the matter to the Planning Commission as hereinafter provided. Such decision shall be made within twenty (20) working days after receipt of the completed application and written notice shall be given to the applicant. The decision to refer the matter to the Planning Commission is not appealable.

Written notice of the Zoning Administrator's decision to approve the conditional certificate of Compliance, including conditions imposed, shall be forwarded to the applicant. The Zoning Administrator's decision to issue a Conditional Certificate of Compliance, shall be final and effective ten (10) days following the notice of decision, unless the applicant or other interested party files an appeal the action in accordance with Chapter 18.170 Appeals.

C. Conditions.

The Zoning Administrator may impose such conditions on the issuance of the Conditional Certificate of Compliance as would have been applicable to the division of the property at the time that the current owner of record acquired the property; except that where the applicant was the owner of record at the time of the initial violation, who by a grant of the real property created a parcel or parcels in violation of the Subdivision Map Act or this Title, and such person is the current owner of record of one or more of the parcels which were created as a result of the grant in violation, then the Zoning Administrator may impose such conditions as would be applicable to a current division of the property, including the requirement of filing a parcel map or tract map.

The conditions may be fulfilled and implemented by the owner or vendee who applied for the Conditional Certificate of Compliance or any subsequent owner. Compliance with such conditions shall not be required until such time as a permit or other grant of approval for the development or use of the property is issued by the City, unless the property is thereafter included as a part of a legal division of said real property pursuant to the provisions of this Title.

D. Preparation of Conditional Certificate of Compliance.

At such time as the decision of the Zoning Administrator or the Planning Commission acting in its capacity as Zoning Administrator, or, in the case of an appeal, the decision of the City Council to issue a Conditional Certificate of Compliance is final, the application and any conditions imposed shall be forwarded by the Planning Division to the City Surveyor for preparation of the Conditional Certificate of Compliance within five (5) days of the decision becoming final. The City Surveyor shall within five (5) working days of referral prepare the Conditional Certificate of Compliance. The Conditional Certificate of Compliance shall contain the information as set forth in Section [18.120.050 Required Information on Certificates](#).

E. Issuance.

Upon receipt of the Conditional Certificate of Compliance from the City Surveyor, the Zoning Administrator shall issue the Conditional Certificate of Compliance. The Zoning Administrator shall then cause the applicant to be notified of the estimated recording fees for recording the Conditional Certificate of Compliance.

F. Payment of Recording Fee; Recordation.

Upon remittance to the City of the estimated recording fees by the applicant, the Zoning Administrator shall then cause the Conditional Certificate of Compliance to be recorded in the Office of the County Recorder of Riverside County. Such remittance shall be by check made payable to the County Recorder, County of Riverside, in the amount required to have the document recorded.

G. Completion of Conditions.

Upon completion of the conditions imposed by a Conditional Certificate of Completion, the owner shall notify the Zoning Administrator. If the conditions are satisfactorily completed, the Zoning Administrator shall then issue and record a final Certificate of Compliance upon the payment by the applicant of any fee as may be established by the City's Fee Resolution, together with the estimated recording costs.

18.120.050 Required Information on Certificates

Each Certificate of Compliance or Conditional Certificate of Compliance shall include the following information:

1. Name or names of owners of record;
2. Assessor parcel number or numbers of the parcel;
3. The number of parcels for which the Certificate of Compliance or Conditional Certificate of Compliance is being issued;
4. The legal description of the parcel or parcels for which the Certificate of Compliance or Conditional Certificate of Compliance is being issued and recorded;
5. A Notice stating as follows:

“This certificate relates only to issues of compliance or noncompliance with the Subdivision Map Act and any local Codes enacted pursuant thereto including Title 18 of the Riverside Municipal Code. The parcel described herein may be sold, leased, or financed without further compliance with the Subdivision Map Act or any local Code enacted pursuant thereto. Development of the parcel may require issuance of a permit or permits, or other grant or grants of approval.”; and
6. Any conditions to be fulfilled and implemented prior to subsequent issuance of a permit or other grant of approval for development of the property.

18.120.060 Right of Development

The issuance of a Certificate of Compliance or a Conditional Certificate of Compliance does not imply or grant the right of development of the said property.

18.120.070 Appeals

If the subdivider, a City officer acting in an official capacity, or any other interested person adversely affected by the action taken by the Approving Authority with respect to the approval or disapproval of a Certificate of Compliance or the conditions of approval imposed, is aggrieved by the action, they can appeal the action in accordance with [Chapter 18.170 Appeals](#).

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